

# THE ARTISTS FORUM

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## INTERNSHIPS

**THE ARTISTS FORUM** is an NYC based non-profit specializing in events, media, and competitions for artists. We are looking for committed individuals to intern or volunteer for our various live events, televised programs, and online media platforms.

It's an effective way to help strengthen our community, make lasting friendships, and to keep abreast of the numerous opportunities available within the art world. Interns will engage with the New York City arts scene and contribute to advancing local and international artists. See our info video [here](#). Hours are flexible based upon deliverables. Currently, all work is remote. Positions are unpaid (unless qualified for work-study at NYIT). Send cover letter, resume, portfolio to: [info@theartistsforum.org](mailto:info@theartistsforum.org)

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**SOCIAL MEDIA INTERN:** Handle accounts to enhance our social media presence – daily post scheduling with content creation + copywriting. Research new platforms, influencers, and trends to design innovative social media campaigns. Analyze marketing data and insights to better reach our audiences

**SKILLS:** Research, marketing, social media marketing, creative writing, some graphic design experience

**BENEFITS:** Interactive learning/skill building through real-world projects

**GRAPHICS INTERN:** Develop organizational visual branding: postcards, brochures, social media images/gifs, etc.

**SKILLS:** Adobe Creative Suite, photography

**BENEFITS:** Credited work on real-world corporate events

**VIDEO INTERN:** Editing cable show, studio PA, on-location shoots, creating promotions

**SKILLS:** Final Cut Pro X, Adobe Premiere, photography, music

**BENEFITS:** Credits on active, respected, 20+ yr cable program

**OUTREACH INTERN:** Research sponsors, partners, professional supporters, grant opportunities, company analytics, written communication, database/ mailing list mgmt

**SKILLS:** Marketing, non-profit management, creative writing

**BENEFITS:** Increased outreach management skills

**JOURNALISM INTERN:** Attend cultural events and create reviews and/or scholarly essays for our online magazine

**SKILLS:** Journalism, essays, photography

**BENEFITS:** Become a published writer by virtue of our official ISSN number

**STRATEGIC DESIGN INTERN:** Develop strategies to strengthen the overall organizational brand and work practices. Design strategic plans for audience/artist outreach and retention. Develop fundraising, marketing, and partnership strategies for potential partners, sponsors, and donors

**SKILLS:** Research, organizational analysis, non-profit management, design thinking methods, communication, business writing, and presentation

**BENEFITS:** Increased skill sets through real-world experiences, increased outreach management skills

**WEB DEVELOPMENT / WEB DESIGN INTERN:** Front and/or back-end development, site responsiveness, and website data analytics for theartistsforum.org Independent worker with good communication skills.

**SKILLS:** HTML, CSS, JavaScript, Wordpress, SSL mgmt., database mgmt.

- Knowledge of web development: Git, PHP, Bootstrap, cPanel

- Using Pro IDE, such as PhpStorm, User experience / interface (UX / UI)

- PHPMyAdmin; knowledge of normalization

**BENEFITS:** Expanded portfolio through active company site